

## Administrative Assistant Job Description

Name: \_\_\_\_\_

School Name: St. Andrew Catholic School City: Fort Worth, TX

**Job summary:** The Administrative Assistant fulfills the mission of the Catholic school by providing general organizational support within the framework of the school's philosophy, organization, and policies. The Administrative Assistant serves as the assistant to the principal by supporting the administrative needs of the principal and assigned office duties. The Administrative Assistant has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Provides comprehensive secretarial duties for the principal and school office
- Supports the principal in the preparation of documents, reports, and correspondence
- Supports the principal in their work with the Board, personnel, facilities, vendors, and volunteers
- Assists in maintaining the principal's and school's main calendar
- Maintains current and accurate records according to school policy
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### Important job functions:

- Serves as a professional representative of the principal and school
- Communicates effectively with those in the school community
- Collaborates with peers to enhance the work environment and support organizational planning

### Minimum qualifications:

Education/Certification:

- High school diploma or equivalent

Experience

- Experience as secretary or administrative assistant

### Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of Microsoft Office applications
- Knowledge of use of office equipment
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

